

Lease/Licence Renewal Application

Lodge Applications at Ballina Shire Council • 40 Cherry Street Ballina (Mon-Fri 8.15am to 4.30pm)
mail PO Box 450 Ballina 2478 • **e** council@ballina.nsw.gov.au
t 1300 864 444 • **w** ballina.nsw.gov.au

This form is to be completed when an organisation wishes to apply for a renewal of their lease or licence with Council under the Community Property Leasing and Licensing Policy.

Applicant Details

Lessee/Licensee Name

ABN *if applicable*

Postal Address

Contact Phone Number

Email

Tenure Information

Location of Tenure

Does your organisation hold a liquor licence?

Yes

Please provide a copy of your liquor licence when lodging this form.

No

Committee Members

Office Bearer 1

Name

Position

Phone Number *business hours*

Phone Number *after hours*

Email

Office Bearer 2

Name

Position

Phone Number *business hours*

Phone Number *after hours*

Email

Office Bearer 3

Name

Position

Phone Number *business hours*

Phone Number *after hours*

Email

Income and Expenses Summary

Please provide a full profit and loss statement to Council for the last financial year. As a minimum, the profit and loss statement should include the following information:

Financial Year:	
All Income	
Membership fees received	\$
Grant funding received	\$
Sponsorship money received	\$
Fundraising activities income received	\$
Income from sale of goods (food and beverage items, Club uniforms etc)	\$
Any income received from hirers or other users of the premises (hire fees, sub-licensing fee etc)	\$
Other income (provide details of major items)	\$
Subtotal of all Income	\$
All Expenditure	
Insurance costs	\$
General property repairs/maintenance	\$
Upgrade works to property	\$
Utilities (electricity, gas, telephone etc)	\$
Rent/Licence fees paid	\$
Rates/water/sewerage paid	\$
Wages	\$
Expenses for fundraising activities (advertising, hiring equipment etc)	\$
Cost of purchasing goods sold (food and beverage items, Club uniforms etc)	\$
Other Expenses (provide details of major items)	\$
Subtotal of all Expenses	\$
Profit/Loss	\$
Estimated funds in the bank account of the Lessee/Licensee as at date of the application	\$

Activities

The Lessee/Licensee uses the property for the following activities:

If the Lessee/Licensee is a club that requires membership (such as a sporting club), the club has the following number of current members:

Provide usage days and times:

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Activities (continued)

If the Lessee/Licensee only uses the property during certain months of the year (such as only during a sporting season), the months of use are:

Other than the Lessee/Licensee, the following organisations also use the property for the following purposes:

Organisation Name	What do they use the property for and how frequently?

Please describe the benefits to the local community of the Lessee's/Licensee's activities (which may include social, cultural, physical and/or intellectual benefits):

Proposed Developments / Improvements

Provide details of improvements your organisation intends to perform during the term of the proposed lease, including timeframes and an approximate value of these improvements during the proposed renewal term.

item <i>include location in the property</i>	approximate cost <i>if known, attach quotes if available</i>	suggested timeframe

Property Maintenance

Provide details of any **minor maintenance or repairs undertaken** on the property such as fixing leaking toilets, repairing broken glass, painting, tree removal.

item <i>include location in the property</i>	cost <i>if known</i>	paid by <i>lessee/council/donation</i>

Provide details of any **non-urgent maintenance** to be undertaken on the property in the future.

item <i>include location in the property</i>	approximate cost <i>if known, attach quotes if available</i>	suggested timeframe

Supporting Documentation

Please provide the following supporting documentation when submitting this form:

- copy of Public Liability Insurance for \$20million, listing Ballina Shire Council as an interested party
- copy of current liquor licence *if applicable*
- full profit/loss statement required every year for the term of the lease

Declaration

By signing this application form, the Lessee/Licensee acknowledges and agrees that:

- the Lessee/Licensee has read the Community Property Leasing and Licensing Policy;
- the Lessee/Licensee is a Not for Profit Community Group (as defined in the Policy);
- any lease/licence document provided should be signed and returned to Council within 1 month of when it is provided;
- the Lessee/Licensee must keep its public liability insurance current during the full period of occupation of the Premises;
- the Lessee/Licensee must notify Council within 30 days of a change of the Committee/Directors of the Lessee/Licensee (including the name and contact details);
- the Lessee/Licensee must seek the Council's written consent before:
 - o entering into any arrangement to sublet/sublicense any part of the Premises;
 - o lodging any applications for grant funding, where the funding would be used for works to the Premises; or
 - o carrying out any work to the Premises (such as alterations, additions, renovations etc).

Signed for and on behalf of the Lessee/Licensee by two Authorised Officers:

Authorised officer 1 name	
Authorised officer 1 position (president, Secretary etc)	
Authorised Officer 1 signature	
Date	

Authorised officer 2 name	
Authorised officer 2 position (president, Secretary etc)	
Authorised Officer 2 signature	
Date	

Privacy Protection Notice

The completed Lease/Licence Renewal Application Form contains personal information which is being collected for the purpose of renewing a Council lease or licence and to enable Council to perform any other duty or task under any relevant legislation. The information will be processed by the Planning and Environmental Health Division and may be made available to public enquiries under the Government Information (Public Access) Act. The information will be stored in Council's electronic document management system.